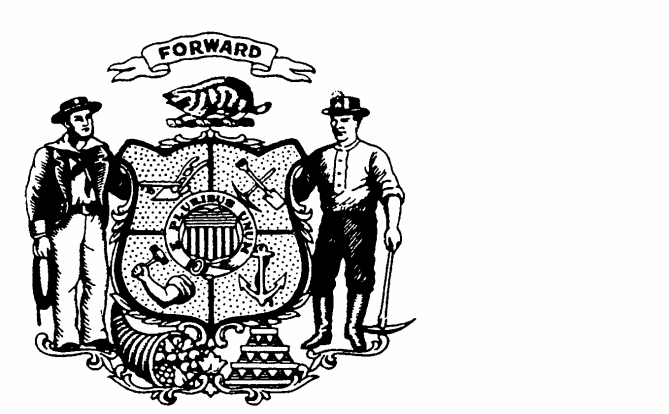
MANUAL FOR THE PREPARATION OF CAPITAL BUDGET REQUESTS 2007 - 2009



PREPARED FOR THE STATE OF WISCONSIN BUILDING COMMISSION

BY THE

DIVISION OF STATE FACILITIES
DEPARTMENT OF ADMINISTRATION

February 2006

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

JIM DOYLE
GOVERNOR
STEPHEN E. BABLITCH
SECRETARY

Mailing Address:
Post Office Box 7864
Madison, WI 53707-7864

February 2006

Dear State Agency Head:

Re: 2007-2009 Capital Budget Instructions

This document provides policies, procedures and guidelines to assist your agency in preparing Capital Budget requests for the 2007-2009 biennium. Copies of this document have been made available to Capital Budget personnel in your agency in an electronic format.

The development of the 2007-2009 Capital Budget will continue our emphasis on long-range facilities planning and effective management of existing space. This approach stresses maximizing the use of existing facilities, maintaining the state's investment of over $9.5 billion in its buildings and supporting facilities, and reducing energy consumption in state facilities.

During it's deliberations on the 2005-07 Capital Budget, the Building Commission developed and reviewed a Six-Year plan for projects funded by general fund supported borrowing (GFSB). The plan included recommended enumerations for the 2005-07 biennium as well as priority projects and approved advance commitments for the two subsequent biennia. Priority projects, advance commitments and expenditures for the repair and maintenance of existing facilities under the 2007-09 All Agency program are likely to consume the vast majority of available new state bonding. Given continuing budget pressures and the state's policy to limit debt service between 3.5% and 4.0% of statewide General Purpose Revenue (GPR) expenditures it is unlikely that major projects requiring GFSB that were not included in the statewide Six-Year plan reviewed by the Commission will be included in the 2007-09 recommendations.

The 2007-2009 Capital Budget Instructions reflect and incorporate a number of changes to the State Building Program, including enhanced performance reporting and a greater emphasis on sustainability, that have been implemented during the past year. The 2005-07 Budget Bill included language requiring agencies to report on the Total Cost of Occupancy (TCO) of state facilities beginning in October 2006. Agency Six-Year Facility Plan requirements detailed in these guidelines have been expanded to include TCO data. Division of State Facilities staff will be available to assist agencies to meet this reporting requirement. The TCO data will support the Department of Administration's effort to improve the efficiency and effectiveness of the facilities program.

The Building Commission is also updating and expanding Building Program sustainability guidelines. Agencies that propose a major project should plan to incorporate sustainable design concepts. Early identification of sustainable/green design goals is strongly recommended to allow the best integration of these features into the planning, budgeting and design process. The Building Commission is currently reviewing draft sustainability guidelines for the construction and operation of state facilities. These guidelines will apply to all state construction projects, including facilities construction and renovation projects.

As in previous planning cycles, the instructions require that agencies identify projects for which a non-standard delivery method can help to achieve project goals and that agencies estimate the impact of capital projects on ongoing agency operating costs. Requests for using an alternative project delivery method should specify the alternative method and provide a justification that is consistent with the requirements specified in Robert Cramer's January 20, 2006 memo on this topic. This information will assist the department and Building Commission in effectively meeting the facility needs of state agencies.

Planning requests for projects other than those requested for construction in 2007-2009 will be considered within the context of an agency's long-range plan. Agencies will be asked to fund planning costs from their own resources or non-state funds, unless the project was identified in the Building Commission's Six-Year plan for projects funded by GFSB. The limited Building Trust Funds that are available for planning and design will be targeted for those projects authorized for construction in 2007-2009. Planning projects are more likely to be seriously considered for enumeration if they are prioritized along with requests for construction in 2007-2009. It will be assumed that separate priority lists imply that all the requested construction projects are a higher agency priority than any of the projects requested for planning.

We anticipate providing you updates as we move forward. The development of the state's budget is a lengthy process. As it unfolds we will keep you informed of changes in the fiscal landscape and emerging statewide priorities so that your capital budget requests are consistent with these constraints and goals.

The Department of Administration is available to assist in the preparation of your Capital Budget, including the submission of materials in electronic format. Please direct your questions to your assigned Capital Budget Analyst.

Sincerely,

Stephen E. Bablitch
Secretary
Department of Administration

2007-2009 CAPITAL BUDGET INSTRUCTIONS

TABLE OF CONTENTS

This manual is also available on the DSF website at:
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=

Prepared by: Mary L. Deering

A. GENERAL INSTRUCTIONS

I. Capital Budget Process Overview

The Capital Budget, or State Building Program, consists of those capital improvements, equipment purchases and land acquisition projects recommended by the State Building Commission and authorized by the Legislature. The Building Commission is required by law to adopt recommendations for the long-range state building program on a biennial basis. (WI Stat.13.48 (7)). In developing its recommendations, the Building Commission reviews documentation and requests submitted by state agencies. These materials include Facilities Investment Plans and requests for specific building projects to be funded from the Capital Budget.

Agency materials are submitted to the Building Commission staff for its review. Based on a review of the submitted materials, the Building Commission develops a recommended building program for the next biennium. The Building Commission's recommendation is submitted to the Legislature's Joint Committee on Finance (JCF). JCF conducts a public hearing on the building program during its deliberation on the biennial budget bill. Statutory language authorizing the building program is incorporated into JCF's version of the budget bill. The Legislature considers the capital budget as a part of the biennial budget bill. As with all other parts of the bill, the capital budget is subject to veto by the Governor. After the budget bill is signed into law, the Building Commission is responsible for implementing the authorized State Building Program.

Agency requests for funding through the Capital Budget are classified as either Enumerated Major Projects or All Agency Projects.

a. **Enumerated Major Projects.** By law (WI Stats. 20.924), projects costing in excess of $500,000 must be enumerated (regardless of funding source) in the authorized state building program. These enumerated projects are identified in non-statutory language included in the biennial budget bill (see Section 9105 of 2005 WI Act 25, the 2005-07 Budget Act).

Enumerated Major Projects should address the most critical needs of the agency or institution and typically add space, do major remodeling, or expand capacity of utility systems. This includes expansion of systems such as radio systems, telecommunications cabling or other systems which cannot be considered repair or replacement.

Note: Utility projects involving improvement or expansion of utility systems should continue to be part of the major project priority list in the coming biennium and be planned to meet identified needs. Utility system upgrades that are required as a result of a new enumerated project must be funded as a part of the enumerated project; repair or replacement of existing utility systems may be requested as All Agency projects

The Building Commission's review of Enumerated Major Projects will consider the impact of the proposed project upon an agency's:

- Physical plant infrastructure (utility systems, heating and cooling capacity, road and parking facilities, etc.). When an Enumerated Major Project requires infrastructure improvements, all costs of necessary improvements shall be included as part of the project budget.
- Staffing or programmatic costs required to operate the new, expanded or upgraded facility.
- The Total Cost of Operations (TCO) for the facility operations.

Detailed requirements for the development of major project requests are included in Section E.II.

b. **All Agency Projects.** All Agency Projects are funded by the Building Commission from special bonding appropriations authorized by the Legislature. The Capital Budget authorizes funding for specific categories of maintenance projects rather than for specific projects. The seven categories for All Agency Projects are:

- Facilities Maintenance and Repair
- Utilities Repair and Renovation
- Health, Safety and Environmental
- Preventive Maintenance
- Equipment Allocation
- Land and Property Acquisition
- Programmatic Improvements or Remodeling

The level of funding released for a particular project depends upon the availability of funds and the type and priority of the work. All Agency Project funding is not intended to replace operating budget funds, but to maintain and protect the state's investment in its portfolio of real estate assets. As has been the policy since 1993-95, state funding will be provided only for those facilities whose construction or acquisition has been approved by the Building Commission. See detailed information on preparation of All Agency Project Requests in Section D.

c. **Small Projects (Projects < $100,000).** Projects qualifying for funding from the All – Agency appropriations and other funding sources that cost less than $100,000, may be requested and approved under the Small Projects Program. These projects cannot exceed a total budget of $100,000. Procedures for requesting and implementing small projects are provided in the *Small Project Funding Guidelines* available on the DSF home web page.

II. Capital Budget Timetable (Dates & Submission Requirements)

The following schedule establishes the submission dates and the identification of the materials to be included with Capital Budget Requests and Facilities Investment Plans, as well as, the timetable for reviews (including site visits) by DSF, the Building Commission and the Joint Committee on Finance.

a. July 17, 2006 – Facilities Investment Plans due to DSF

See Section D – Facilities Investment Plan, for specific information requirements. Send three (3) paper and one electronic copy of the following items to the DSF Capital Budget Team:

1) **Table of Contents**
2) **Section One – Six-Year Plan**
   (See Section D. I. – for submission requirements)
3) **Section Two – Long Range Maintenance or Preservation Plan**
   (*See Section D. II. – for submission requirements)*

b. September 5, 2006 – Capital Budget Requests due to DSF

See Section E – Capital Budget, for information requirements. Send three (3) paper and one electronic copy of the following items to the DSF Capital Budget Team:

1) A **Table of Contents** (include file names for each file).
2) Any **proposed change(s) in legislation relating to facilities**

3) **All Agency Projects**
(See Section E. 1 – for submission requirements)

4) **Major/Enumerated Project Requests**
(*See Section E. 2 – for submission requirements*)

c. November 2006 – Summary of Agency Requests Published – A summary of requests submitted by agencies for consideration by the Building Commission is distributed to the Commission and Legislature

d. **March 2007 – Building Commission Recommendations** – The Building Commission reviews agency requests and must forward its recommendations to the Joint Committee on Finance on or before the first Tuesday in April.

e. April 2007 – Joint Committee on Finance hearings and action on the 2007-2009 Capital Budget.

f. May-June 2007 – The Legislature reviews and modifies the Capital Budget recommended by the Commission.

B. 2007-2009 FISCAL POLICIES

Two primary responsibilities of the Building Commission are to maintain and protect the state's real estate portfolio, which is valued at over $9.5 billion, and to respond to concerns related to health, safety and the environment. These priorities will require a major commitment of available funds in 2007-2009, and leave limited resources available for new buildings or expansion of programs.

During it's deliberations on the 2005-07 Capital Budget, the Building Commission developed and reviewed a Six-Year plan for general fund supported borrowing. The plan identified priority projects, approved advance commitments and enumerations planned for the 2005-07, 2007-09 and 2009-11 biennia. These planned enumerations and planned expenditures for the repair and maintenance of existing facilities under the All Agency program are likely to consume the vast majority of available new state bonding. Given continuing budget pressures and the state's policy to limit debt service between 3.5% and 4.0% of statewide General Purpose Revenue (GPR) expenditures it is unlikely that major projects not included in the Six-Year plan for general fund supported borrowing reviewed by the Commission will be included in the 2007-09 recommendations.

I. Policy Requirements

a. Additional Space Projects

Additional space is a low priority this biennium. Projects that add additional space will be considered *only* in the following instances:

1) The project was identified in the 2005-2011 State Building Program Six Year Plan (GFSB funded projects)
2) There is a need to respond to health and safety problems.
3) The consolidation of agency services would substantially increase operational efficiencies.
4) The construction of new space would reduce overall state expenditures.
5) The replacement of an obsolete facility is essential.
6) The project will support the growth of Wisconsin's economy.

When space is needed to accommodate new or expanding programs, agencies should first look to use existing buildings to meet space needs. Remodeling projects that result in more efficient utilization of existing space or return vacant space to active use will be considered higher priority than new construction projects, assuming the former option is more economical.

b. Remodeling Projects

Remodeling Projects should be reviewed as follows:

1) A **Facility Evaluation** will need to be done to determine feasibility of the purchase of an existing building, the conversion of an older building to a new use or a proposed remodeling. Facility evaluations include a physical and functional evaluation of the building to determine its condition, useful life, and suitability to program needs. Please be aware that late requests for facility evaluations may have to be deferred due to time constraints.
2) **Economic Life Cycle Cost (LCC) Analysis and Return on Investment** (**ROI)** should be conducted to quantify cost savings for any remodeling project requested for older buildings or those involving a substantial conversion of space. Projects that improve operating efficiency, reduce operating budget expenditures or reduce energy consumption will be considered a high priority. All proposed remodeling projects should be consistent with the institution's Facilities Investment Plan. Please see the enclosed link for DSF Life Cycle Cost Analysis. Provided below are links to the LLC

Guidelines and Spreadsheet. Review the instructions and worksheet for those projects where multiple options exist for providing agency needs.

a. **Guidelines for Life Cycle Costing:** http://www.doa.state.wi.us/docs_view2.asp?docid=101

b. **Life Cycle Costing Spreadsheet:** http://www.doa.state.wi.us/docs_view2.asp?docid=106

c. Project Prioritization

Capital budget decisions will be influenced by competing demands for state general obligation debt financing, which underscores the importance of prioritizing all capital project requests. This prioritization should include projects recommended for planning in 2005-07 that are slated for construction in the 2007-09 biennium, projects recommended for planning in 2007-09 for construction in 2009-11, service, utility, heating plant and chilling system improvements. Provide an in-depth justification for each project. In prioritizing submitted capital project requests, the Building Commission will consider if the project:

- addresses a life safety issue or regulatory mandate
- advances a statewide priority including economic development and job creation, preservation of natural resources or the efficient use of state resources
- is a high agency priority
- contributes to improved public services
- is consistent with the agency's long range facility plans
- includes funding from non-state resources

II. Building Program Financing Options

a. Cash Financing Preference

The Building Commission has consistently indicated its desire to cash fund the following types of projects:

- Feasibility studies
- Advance planning
- Small repair and maintenance projects
- Hazardous materials removal
- Demolition projects
- Short payback energy conservation improvements
- Some projects under $100,000 not considered long-term improvements

Note: For projects with a useful life of less than 20 years (i.e. telecommunications equipment), shorter term bonding should be requested.

b. Capital Improvement Project Funding

A variety of funding sources are available for agencies to draw upon to finance capital improvement projects. When formulating specific projects or when requesting funds for a type of capital improvement, the appropriate funding source(s) should be identified. Available funding sources include:

1) **Existing Borrowing Authority.** Additional borrowing authority may be limited in the 2007-2009 biennium. Agencies are advised to use existing or residual borrowing authority, which may no longer be needed for the purpose for which it was originally authorized, before requesting new authority. When using existing/residual borrowing authority, identify the original authorization, as well as, the proposed project(s).

2) **General Fund Appropriations.** Includes General Fund Supported Borrowing (GFSB), Stewardship Borrowing, Building Trust Funds (BTF), and some agency operating funds.

3) **Program and/or Segregated Fund Appropriations** Includes Program Revenue Supported Borrowing (PRSB), Segregated Fund Supported Borrowing (SEGB), Segregated Fund Supported Revenue Borrowing (SEGRB), and agency funds (gate receipts, fees, special tax revenues, etc.)

4) **Gift and Grant Appropriations**. Includes funds from federal, state or local grants, or from private contributions, gifts or bequests.

C. SPECIAL ISSUES

I. Project Schedule (Milestones)

The Building Commission has adopted performance measures as a means to improve the performance and accountability of projects funded through the State Building Program. One of the approved measures assesses the success of the Division of State Facilities and State Agencies in completing projects on the schedule approved by the Building Commission. Agencies are required to identify schedule milestones within their Project Requests. Project Schedule (milestones) are discussed in Section E.II.c.4. – Capital Budget – Enumerated Project Requirements – Program Statements – Project Schedule (Milestones).

II. Project Delivery – Construction Waivers

Wis. Stats. 16.855 requires the Department of Administration to accept multiple prime bids on all construction work in excess of $30,000. The State of Wisconsin Building Commission has the authority to waive this requirement when it is in the best interest of the State to use an alternative project delivery method. During past biennia the Building Commission has approved waivers of the requirements of s. 16.855 to allow the construction of state projects under single prime, design build, direct payments to localities, construction manager and construction manager-at risk contracts. Agencies should indicate in Project Requests if a waiver of s. 16.855 may be required. The request for a waiver should specify the alternative method and provide a justification that is consistent with the requirements specified in Robert Cramer's January 20, 2006 memo on this topic. This will assist the Building Commission in the early identification of projects that may require a waiver of the standard project delivery method.

III. Total Cost of Occupancy

2005 Wisconsin Act 25, the 2005-07 Budget Bill included language requiring agencies to report on the Total Cost of Occupancy (TCO) of state facilities to DOA beginning in October 2006. Wisc. Stats. S. 16.891 defines TCO as "*the cost to operate and maintain the physical plant of a building, structure, or facility, including administrative costs of an agency attributable to operation and maintenance of a building, structure, or facility, together with any debt service costs associated with the building, structure, or facility, computed in the manner prescribed by the department*". Six-Year Facility Plan requirements have been expanded to include TCO data. Division of State Facilities staff will be available to assist agencies in meeting this reporting requirement. The TCO data will support the Department of Administration's effort to improve the cost effectiveness of the facilities program and will support enterprise real estate portfolio planning.

IV. Sustainable Buildings

In keeping with the State Building Commission's policy to continuously improve the overall quality and performance of state facilities and Governor Doyle's Conserve Wisconsin Initiative, DSF requires state agencies to incorporate sustainable design and construction practices into their facility project planning. "Green Building/Sustainable Design" standards must be incorporated into all new state buildings and where possible into projects that renovate or upgrade existing facilities. Following such an approach will add value to the state's portfolio of real estate assets by creating facilities that:

- Conserve natural resources through use of recycled materials
- Reduce detrimental effects on the environment
- Reduce energy consumption
- Provide comfortable and safe working environments.

Balancing these sometimes-divergent attributes, while maintaining a strong focus on lowest total cost of occupancy throughout the design process, is the challenge of sustainable design. Every major project will incorporate sustainable design concepts. Early identification of

sustainable/green design goals is strongly recommended to allow the best integration of sustainable building and construction strategies into the design and budgeting process.

Sustainability goals will also be considered when evaluating options for addressing agency space needs.

The *State Building Commission Policy and Procedure Manual* is being updated to provide direction in this area.

V. Maintenance Planning

Agencies should pay particular attention to the maintenance needs of their facilities. As part of an on-going initiative to reduce backlog (deferred) maintenance to manageable levels, agencies will need to identify and quantify maintenance work, prioritize it and schedule when it will be brought forward as part of a project. See Section D.II. (Facilities Investment Plans – Long Range Maintenance or Preservation Plan) for details. In addition to assisting in prioritizing projects, Facilities Investment Plans are also a tool to assist in coordinating projects to realize efficiencies.

VI. Barrier Free Facilities

Agencies should review and analyze their facilities to ascertain if they adequately accommodate persons with disabilities. Ensuring a barrier-free environment must be part of any requested facility remodeling or construction project and may require work beyond the planned scope of the project. Up to 20% of the architectural cost must be allocated to "path of travel" improvements, unless the facility is in full compliance with ADA; International Building Code 2000 (IBC); or COMM 62 requirements (whichever is more stringent). If the required path of travel improvements exceed 20% of the architectural cost of the altered area, and funding is not available to implement all the accessible improvements, then funding of at least 20% will be allocated to path of travel improvements based upon the priorities identified in the Americans with Disabilities Act. For additional information see DSF *Policy & Procedure Manual for A/Es*, section 3.D.4., this document can be accessed at: http://www.doa.state.wi.us/dsf/index.asp (AE *News and Information* link).

Note: The architectural cost of a project is the general construction cost, which excludes costs associated with mechanical, electrical and plumbing work systems.

VII. Historic Building Preservation

Section 13.48(1m) and Subchapter II of Chapter 44, Wis. Stats, place additional responsibilities on state agencies and the Building Commission to preserve and restore historic state-owned properties. To the extent possible, these statutory directives are to be carried out through the long-range Building Program.

Each agency has a Historic Preservation Officer, who serves as the contact between that agency and the State Historical Society. Agencies may contact the Society to discuss possible impacts. Projects that require Society review of the impact must be brought to the attention of the Society no later than the concept stage (10% design) to allow time for review. Additional information regarding the preservation of state-owned historic structures may be obtained by contacting the Historic Preservation Specialist at the Society or the Building Commission staff.

Building Commission staff will work with the State Historical Society to review facility requests in light of their historical significance. Significant historic structures should be viewed as candidates for rehabilitation instead of demolition if they can be preserved at a cost which does not exceed new construction, or the additional cost is reasonable in relation to the significance of the building. Additional information regarding the preservation of state-owned historic structures may be obtained by contacting Commission staff. For additional information see DSF *Policy & Procedure Manual for A/Es*, section 3.D.3.

D. FACILITIES INVESTMENT PLAN – Due July 17, 2006

Pursuant to s.13.48(6) and s.16.84(6), agencies are required to submit long range facility and space plans. If there is more than one program within an agency, the plans and associated materials should be organized by program.

All Facilities Investment Plans are required to contain two sections. The focus of Section One (the Six-Year Plan) is on the impact of changing programmatic needs upon agency facilities and the evaluation of agency space – owned and leased. Section Two (the Long Range Maintenance or Preservation Plan) should identify what long-term maintenance or preservation measures need to be addressed to adequately maintain existing facilities' mechanical and infrastructure systems.

Both sections of the Facility Investment Plan can be prepared for the entire agency or for its sub-units. The appropriate scope of the Plan will be a function of the organization of the agency and its portfolio of facilities. This Plan will assist agencies to define and prioritize projects funded through All Agency funds. DSF staff will review submitted plans and approve those plans that are determined to provide a comprehensive strategy for addressing the agency's facility needs and an adequate basis for the subsequent approval of All Agency projects.

To serve as an effective planning tool, the Facilities Investment Plan should be consistent with a reasonable estimate of State and other funding commitments that will be available to support the Agency's identified needs. Agencies should work with their assigned Capital Budget Analyst to identify an appropriate biennial funding target.

Agencies are required to submit three paper and one electronic copy of their Facilities Investment Plan to DSF by July 17, 2006.

I. Six-Year Plan (2007-2013) Requirements

The Six-Year Facilities Plan portion of the Facilities Investment Plan should contain the following sections:

a. Mission Statement
b. Anticipated Program Direction
c. Evaluation of Agency Requirements for State-Owned and Leased Space
d. Broad-based Evaluation of Space Alternatives
e. Proposed Projects List
f. Six-Year Summary Chart

a. Agency Mission

Prepare a concise statement of the current agency mission and individual program responsibilities.

b. Anticipated Program Direction

Identify anticipated changes (program, population/enrollments, policy or other) to the program that will influence the direction and facilities requirements of the program. Changes to program direction can include:

1) **Anticipated Program Changes**

Address current or forecasted changes or trends in mission or programs over the next six to ten years. Examples would include changes in the number and type of population served, possible changes in delivery systems or shifts in emphasis

among programs, changes from institutions to community-based services, centralization or decentralization, new technological advances, etc.

2) **Major Policy Issues**
Describe major identified or pending policy issues and their potential impact on program development.

3) **Population or Enrollment Changes**
Identify changes or trends affecting the mission, program or facilities needs. Include specific figures for the six to ten year period. Presentation in easily understood charts would be desirable, but no elaborate graphics are required.

4) **Agency Funding Capacity**
Identify the funding sources for Agency building projects – i.e. cash, bonding. Identify the debt service obligation for the Agency and its impact upon its funding source.

5) **Identification of Buildings/Assets to be Taken Out or Service**
The Facilities Investment Plan should also identify those buildings and assets that no longer perform adequately and need to be taken out of service. Many buildings do not function efficiently due to high total cost of operating the facility or limitations of the space for programmatic use. The Facilities Investment Plan should identify these assets and address the timetable for sale or demolition of these assets.

6) **Energy Conservation and Maintenance Issues**
The Facilities Investment Plan should also look at the institution's efforts in the areas of energy conservation as well as planned necessary maintenance. The plan should include energy consumption data from the State's FY05 State Energy Report and should describe existing and planned programs to manage energy consumption.

7) **Compliance with ADA**
The Facilities Investment Plan should further take into account the institution's commitment to providing building access to persons with disabilities. For proposed projects that alter primary functional spaces, the institution should report the current status of removing barriers and work included in the project to comply with the American with Disabilities Act.

8) **Other Factors**
Identify any other significant factors affecting long-term space needs or space modifications. Include information from master plans or development plans as appropriate.

c. Evaluation of Agency Requirements for State-owned and Leased Space

Address anticipated changes regarding facility needs. Identify if existing state and leased space meet current and future needs. Consider the following:

1) **Identify General Changes in Facility Requirements**
Evaluate the general impact of anticipated program changes on long-term facility requirements. Identify general space needs by type and program, including potential changes in the nature of the space needed.

2) **Evaluation of State Owned Space**
Address the physical characteristics of the campus, institution, or other facility. Provide a space inventory for state owned properties. Identify projected space

needs or surpluses. Identify anticipated excess space in State owned buildings that could be converted to other uses, demolished or otherwise disposed of as program needs change. If applicable, evaluate space alternatives.

DSF staff will provide agencies with an excel spreadsheet containing summary state owned space data. The spreadsheet will identify data to be provided by the owner agency. The required data will include Total Cost of Occupancy (TCO) data as required under WI Stats. 16.891. The TCO calculation of should comply with the standard reporting categories developed by DSF. The calculation methodology will be provided to agencies separately. Questions regarding the calculation of TCO should be directed to Bill Peterson, DSF Real Estate Portfolio Manager.

3) **Evaluation of State Leased Space**

Provide an inventory of leased sites, including space in State Office Buildings. Identify current and projected space needs or surpluses. Identify where leased space could be disposed or consolidated with other programs into one lease location or moved back into State owned space. DSF staff will provide agencies with an excel spreadsheet containing summary state leased space and State Office Building data. The spreadsheet will identify data to be provided by the owner agency.

4) **Special Facility Problems**

Identify any special facility problems not covered above. Examples might include the impact of the plan on utility systems, central heating plants, operation and maintenance staffing and costs, transportation and parking, management of hazardous waste, special impact on the environment, floodplains, necessary sequencing of projects, etc.

5) **Historic Properties**

Sections 13.48(1m) and 44.41, Wis. Stats., require that the long-range Building Program recognize the importance of historic properties and include a program of preservation and restoration of those properties under the control of the state. (See Section C.VI)

6) **Changes in Surplus Property**

Reference Executive Order 186 and Wis. Stats. 13.48(14). Identify available surplus property – see above section D.I.c.2 – Evaluation of State Owned Space. If a proposed project will replace a facility, the disposition of the old facility should be clearly stated in the Agency Request. Surplus buildings should be evaluated for all potential uses. Historic buildings must be treated differently from non-historic buildings.

d. Broad-based Evaluation of Space Alternatives

Present and evaluate alternatives for meeting overall program needs, including remodeling, additions to existing facilities, leasing, using available space at another institution or campus, purchase or new construction. The analysis and discussion should include a recommended alternative and provide an explanation of the basis for the selection and for the rejection of the other alternatives. The Total Cost of Occupancy (TCO) of the alternatives should be presented to quantify the total cost impact of the alternatives selected and their economic feasibility. Sustainability goals should be included in the analysis of alternatives.

e. Proposed Projects List

Prepare a list of proposed projects and estimated costs for the upcoming six-year period. This material should not duplicate the more detailed descriptions contained within the 2007-2009 Project Request document. Instead, prepare a brief one-paragraph

Project Request for each Major Project. Describe each project by name, what the project should accomplish, a brief explanation of need, and the rationale for the priority assigned to the project. Include all the major projects proposed in the Six Year Summary Chart (see below).

f. Six-Year Summary Chart – (This chart is available on the DSF web site – Building Commission information at:
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=

Data required for the Six-Year Plan includes:

- Agency
- Location (institution or campus)
- Project title (short and descriptive)
- Agency Priority
- Total project budget
- Budget by funding source
- Funding notes - such as source of existing GFSB

Information must be submitted in Excel format to facilitate compilation of requests (include file name and source (floppy disk, transfer using internet).

II. Long Range Maintenance or Preservation Plan (2007-2017) Requirements

The Long Range Facilities Maintenance or Preservation portion of the Facilities Investment Plan should contain the following sections:

a. High Level Plan or Strategy to Maintain Facility Asset Value
b. Overview of State-Owned & Leased Space
c. Agency-Owned Facilities – Long Term Maintenance Issues
d. Other Issues – Agency Owned & Leased Space

a. High Level Plan or Strategy to Maintain Facility Asset Value

Identify how the Agency will maintain the value of state owned properties, as well as, ensure that both leased and state-owned facilities support agency operations. The plan should identify how the agency or institution will address deferred maintenance problems and how the reduction of deferred maintenance will take place over time. This should be quantitatively identified and should layout the maintenance issues and the plan to address them.

b. Overview of Total State Owned and Leased Space

- Identify the **total** number, gross square footage (GSF) and value of facilities.
- Provide a breakdown of facilities by type – (e.g. office, laboratory etc.) that make up the total number, GSF and value.
- Average age for each type or category of facility.
- Location of facilities – i.e. City, County

c. Agency Owned Facilities – Long Term Maintenance Issues

See the below chart as an example. Develop a spreadsheet to identify the type (or category) of facility; location; age & life expectancy; maintenance needs for each property; maintenance priorities and major capital repairs.

Building Name	
Building Location	
Building Type/Category (i.e.: core, non-core, surplus, historic) *See the below definitions for these terms.*	

Building – Age	
Building – Life Expectancy (see definition in sub 2)	
Building – Usage or functionality	
Type or Category of Maintenance (*see list 3 below*)	
Identify Priority of this Project (*in relationship to others on list)*	
Identify the Major Capital Repair(s) and/or Maintenance Project	
Estimate Dollar Cost for Project	
Other or Additional Comments	

1) **Categories or Types of Facilities**

Agencies should identify the value of their facilities in relationship to the agency's functions by the following terms:

- **Core Asset:** A specific real property asset that is deemed by the agency to be unique and essential for its overall mission and that cannot be easily substituted by a commercial entity. As an example, the State Capitol Building is core to the state of Wisconsin's real estate portfolio.

- **Non-Core Asset**: A specific real property asset that is not unique and can be substituted by a commercial entity. As an example, most office space is a non-core asset to the State of Wisconsin's real estate portfolio and is available from other sources.

- **Surplus Asset**: Use of a Surplus Facility is minimal and/or the occupancy can be relocated to another facility. The overall condition of the facility can be good to poor but the space is either not necessary or does not fit the requirements necessary to support the various state occupancies.

- **Historic Property**: Facilities classified as historic pursuant to Section 13.48(1m) and subchapter II of Chapter 44 of the Wisconsin Statutes.

2) **Building Life Expectancy**

Identify each facility's "useful life" or life expectancy. See the below definition:

- "**Useful Life" of a Facility**: This is the period of time the original investment is estimated to meet its original objective without extensive remodeling or replacement of major systems or components.

3) **Types or Categories of Maintenance**

- Life/Safety
- Structural and/or Envelope
- Building Systems – Mechanical/HVAC; Electrical; Plumbing; Elevators/lifts/ Fire Protection; Telecommunications
- Utilities
- Quality/Aesthetics (Interior Finishes)
- Public Accessibility
- Parking Pavement Maintenance

4) **Major Capital Repair Items**

Identify those major capital repair issues that must be addressed over the next ten year period in terms of the type of maintenance required. Capital repair issues include remodeling, system replacements, backlog and cyclic maintenance needs.

- **Remodeling Projects**
- **Major System Replacements**
- **"Backlog" Maintenance** – This is the cost of overdue cyclic maintenance beyond the life cycle of systems or components.
- **"Cyclic" Maintenance** – This is the regular repair or replacement of systems or components that need to be funded during the useful life of a building. Cyclic maintenance is a life cycle cost that occurs above and beyond standard operational maintenance costs.

d. <u>Other Issues: Agency Owned or Leased Sites</u>

Identify any other issues not previously addressed above that will impact your Agency's Facilities Investment Plan.

E. CAPITAL BUDGET – Due September 4, 2006

Agency Requests for funding through the Capital Budget process are classified as either All Agency Projects or Enumerated Major Projects. The following identifies the information that must be included for both project types.

I. Submission Requirements for All Agency Requests (Projects > $100,000)

The following are policies, procedures and guidelines that agencies should use in the preparation of **All Agency Requests** for the Capital Budget. All Agency submittals must be prioritized and grouped into one of the seven All Agency categories described below. Each agency's compiled and prioritized list of All Agency Requests are required to be submitted to DSF as part of its Capital Budget submission as an e-mail attachment or on a disk in spreadsheet format. Each request must contain the following:

1) **All Agency Project Request (AAPR).** *(See Attachment I. 2007-2009 All Agency Project Request (AAPR.)* It is also available on the DSF web site – Building Commission information at:
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=

2) **Summary List of the Seven Categories of All Agency Funding Requests – in Priority Order.** Reference Section E-1-a. Include project names, priorities, categories, estimated costs, and a brief justification and project description.

3) **All Agency Projects Summary Chart**. (*See Attachment II. 2007-2009 All Agency Project Funding Requests Chart.*) This is also available on the DSF web site – Building Commission information at:
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=

   Data required for the Two-Year Plan includes:

   - ✓ Agency
   - ✓ Location (institution or campus)
   - ✓ Project title (short and descriptive)
   - ✓ Agency-wide priority for projects which include state funds
   - ✓ Total project budget
   - ✓ Budget by funding source
   - ✓ Funding notes - such as the basis for the funding split

   Please do not rearrange the columns as these sheets will be combined.

4) **Tentative schedule of Major Milestones for All Agency Projects budgeted at $2,500,000 or more**. This schedule (*Sheet #2 of the 2007-2009 All Agency Project Funding Requests Chart*) is available on the DSF web site – Building Commission information at:
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=
The Major Milestones schedule should identify anticipated dates for A/E selection, project bidding and substantial completion for each project. The schedule should indicate by month and year the anticipated date for each milestone**.**

5) **Combination of All Agency Projects**. In some cases, combining projects can lower total project cost, improve project delivery and reduce the disruption of building operations. Agencies should review All Agency Project Requests to identify opportunities for the combination of projects that are planned for a single facility or, in some cases, multiple facilities. Agencies should consult with Robin Zentner, ((608)266-2888), regarding the combination of projects.

a. All Agency Project Request (AAPR) Funding Categories

Each agency/institution is required to prepare a request for each of its All Agency funded projects. Requests should be identified by institution/campus, and program.

All Agency funded project requests should involve work that is beyond the scope of the agency's normal maintenance activities. These funds cannot be used to hire contract labor to perform routine maintenance work such as grounds work, minor plumbing, HVAC or electrical repairs, janitorial work etc. Ongoing maintenance should be funded from the operating budget.

All Projects exceeding $100,000 are required to be grouped together into one of the following seven All Agency funding categories:

1) **Facility Maintenance and Repair.** This category includes:
   - Repairs to building envelopes such as roofs, walls and windows
   - Repairs to the mechanical and electrical systems
   - Interior or exterior athletic surfaces such as tennis courts and running tracks
   - Funding to address system upgrades not comprising a complete renovation effort. Renovations of wings or buildings in their entirety require enumeration
   - Employee accommodations to provide facility access in compliance with the American with Disabilities Act

2) **Utility Repair and Renovation.** This category includes:
   - Repairs and replacement of utility distribution systems such as sewer and waterlines, steam, telecommunication and electrical systems.
   - Work performed in central heating plants.
   - Site repairs such as paving and sidewalk work. Note: Paving or repairs to athletic surfaces, whether interior or exterior, should be submitted under Facilities Maintenance and Repair.

3) **Health, Safety and Environment.** Work funded from this category would bring state facilities into compliance with federal and state health, safety and environmental codes and standards. This includes:
   - Ventilation improvements
   - Removing underground tanks
   - Asbestos abatement
   - Correction of environmental contamination problems
   - Upgrading fire alarms
   - Correcting other health and safety deficiencies

4) **Preventive Maintenance.** Work in this category extends the life of equipment and systems by performing systematic maintenance in accordance with standards prescribed by the manufacturer or supplier. Preventive maintenance results in equipment running longer, more efficiently, with fewer breakdowns and costly repairs.

5) **Capital Equipment.** Generally equipment is purchased as part of a construction project or through the operating budget. Exceptions include the University of Wisconsin Colleges where the local government owns the facilities, but the State provides major equipment. For more details see Section E.5.

6) **Land and Property Acquisition.** These funds allow for purchase of property – within the development boundaries of a campus or adjacent to properties of other facilities, contemplating expansion.

7) **Programmatic Improvements/Remodeling.** Minor types of remodeling work that are not facility maintenance or repair work may qualify as Programmatic Remodeling. These types of projects change the use of space or reconfigure space, and should typically be under the $500,000 threshold.

b. **Project Prioritization Requirement**

The emphasis of maintenance work, in order of priority, should be on the building structure, exterior envelope, utility systems, and mechanical and electrical systems. Maintenance and repairs that address the health and safety of building users, staff, and the general public shall have precedence over all other work.

Project Requests developed by institutions should be forwarded to their respective agency's central office for review and prioritization. Agencies are responsible to group their institutional requests by funding categories and then prioritize them according to Building Commission policy and severity of the problem***. Complete an "All Agency Project Request" form as backup for each Request over $100,000.***

Note: For additional information see the DSF website or the State Building Commission's *Policy and Procedures Manual*, Chapter VII Item C-2 regarding priority definitions.

Note: Contact Robin Zentner at (608)266-2888, with questions regarding DSF required forms. Use the DSF Capital Budget Cost Estimating Guidelines (Web address - http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=) for questions concerning cost estimations of All Agency Project Requests or directly contact DSF specialists listed in the attached DSF Contact List.

II. Submission Requirements for Major/Enumerated Project Requests

The following are policies, procedures and guidelines that agencies should use in the preparation of **Major/Enumerated Project Requests** for the Capital Budget. Each agency's compiled and prioritized list of Major/Enumerated Requests are required to be submitted to DSF as part of its Capital Budget submission as an e-mail attachment or on a disk in spreadsheet format. Each request must contain the following:

1) **List of Major/Enumerated Projects** over $500,000 (in priority order).

2) Tentative **Schedule of Major Milestones for all Enumerated Projects** budgeted at $2,500,000 or more.

3) A **Project Request** for each Enumerated Project.

4) **Part I of the Program Statement** for each Enumerated Project.

a. **List Major/Enumerated Projects over $500,000 – In Priority Order**

Identify funding source totals – in priority order. Include project names, categories, estimated costs, a brief justification, clearly state each project's funding source(s) and short project description. Note: Planning projects for construction in 2009-2011 will be assumed to be of lower priority than all projects requested for construction in 2007-2009, unless the planning project is given a priority number within the 2007-2009 list.

Include a Schedule of Major Milestones for all Projects over $2,500,000. The schedule should identify anticipated dates – by month and year, for each milestone, i.e. A/E selection, design report approval date, bid date, and substantial construction completion for each project**.** This schedule is available on the DSF web site

– Building Commission information at:
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=
Reference Sheet 2 of the 2005-2007 All Agency Project Funding Requests Chart.

b. Project Requests

The purpose of a Project Request is to briefly explain the project to DSF staff and Commission members. The Project Request should be easily understood without reference to other documents. To provide adequate information and facilitate distribution, a Project Request should be at least two and not more than six pages long. They should focus on why a project is needed; provide some descriptive information on how the agency proposes to meet the needs; and what other alternatives were considered. The Program Statement, discussed below, is focused on detailed information about needs to assist the staff and the architectural/engineering firm hired to design the project. If a single Project Request document is submitted for a multi-part request, the work to be done in each building or the different types of work to be done in a single building must be described and justified.

The following is a description of the format and type of information required for each Project Request:

1) **Title**
Clearly identify the project title. Use clear, concise, consistent titles. Put the title in a header so it will print at the top of each page.

2) **Agency/Institution**
Name of the agency and the institution or campus for which the request is being made.

3) **Location**
Identify the building in which work will be done, or the location of new construction or land acquisition. For remodeling and/or repair projects, areas of the building should be defined. In general, a geographical description of the institution or facility should be provided. This may be as simple as a city name or area of the state.

4) **Project Description**
Identify the type of request (new construction, remodeling, repair, demolition or acquisition). Define the extent of work proposed (area/space involved, number of buildings, etc.); the various components involved (utility extensions, land acquisition, parking, site development, etc.); the need for project phasing; and related work already accomplished. Special construction materials and techniques should also be briefly described.

5) **Analysis of Need or Justification of the Request**
This section of the project request is critical to the evaluation of the project and will provide justification for it.

Clearly state the purpose of the project and explain in detail why the project is necessary. For example, give specific reasons why additional space is needed, why the present space is no longer functional, what specific health and safety codes or policies are causing remodeling work, and what detrimental effects may result if the project is deferred.

Information relative to project timing may also be important in identifying the need for the project. If so, fully describe project phasing, relationship with earlier and

planned phases, and integration with other projects at the institution or campus. Conformance of the project to the campus or institution plans should also be discussed.

6) **Other Items to Consider**

- **Underutilized Facilities** – Indicate the existence of underutilized facilities and what impact this project will have upon them.

- **Projected Space Deficits** – Will the project alleviate shortages, and if so, what kind of space? Quantify and justify any space standards used to define project needs.

- **Obsolete Space Needing Replacement** – Will the project provide replacement, or what impact will it have on obsolete space?

- **Legal Requirements** – Indicate whether the proposed project is required by law, administrative rule, federal requirements, etc.

7) **Alternatives**

In justifying a project request, the consideration of alternative solutions must be discussed. For new construction and remodeling projects, the request should include a discussion of alternatives such as utilizing available space at the institution or campus, as well as other institutions or campuses and an explanation for why these alternatives were rejected. Indicate site location criteria, availability of other sites, local zoning limitations, or unusual site constraints when requesting new construction or land acquisition. If alternative sites were considered but rejected, state the reasons for rejection.

8) **Project Schedule (Milestones)**

Project requests must include a proposed project schedule that includes the following milestone dates: Project/Program Approval, AE Selection, Design Report Completion, Bid Opening, Construction Start, Substantial Completion, Final Completion. The schedule will of necessity be an estimate, but the proposed schedule should reflect agency expectations. Any special circumstances that impact the agency's desired schedule should be identified. (*See Attachment V)*

9) **Project Delivery**

Under s. 13.48 (19), the Building Commission has the authority to waive the requirements of 16.855 when the use of an innovative design and construction process is in the best interests of the State. The specific circumstances (site constraints, program requirements, proposed project schedule) that would justify a request for a waiver of s. 16.855 to use an alternative project delivery method are generally known early in project development. Agency requests should indicate if it is anticipated that an alternative project delivery method will be advantageous on a project. The request should identify the alternative method (single prime, design build, direct payment to local unit of government, construction manager and construction manager-at risk) that will be proposed and provide an explanation of the benefits of using the alternative method. Requests to use an alternative project delivery method should specify the alternative method and provide a justification that is consistent with the requirements specified in Robert Cramer's January 20, 2006 memo on this topic.

10) **Budget Evaluation**

A cost estimate is required as part of each Agency Request. Guidelines for developing estimates are available in the Capital Budget Cost Estimating

Guidelines provided by DSF. (Web address is http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=) The budget evaluation should include construction cost per gross square foot, (calculated based on total construction costs), and for the total project cost, (including design, contingency and other allowances in the calculation). If multiple buildings or functions are combined into one project, the Summary should provide a cost for each building or function. The more detailed project cost estimate worksheets must be provided with the request or the Program Statement for DSF review. Project budgets should be rounded to the nearest thousand dollars.

The source of funding must be identified for each project. If a project is to be self-amortized, the ability to finance the project must be substantiated. Program revenue or segregated revenue projects should clearly indicate whether they will be funded from cash or borrowing, or a specific split of cash and borrowing.

11) **Operating Budget Impact**

It is essential to the analysis of the project to include a description of the impact on the agency's operating budget. In addition to an estimate of the building's energy usage, provide an estimate of the Total Cost Occupancy of the space built or renovated in the project and identify potential operating budget increases or decreases including:

- Increases or decreases in staff – identify in terms of FTE (Full Time Equivalent) positions. Be specific about the number of staff and the types of work to be done, such as faculty or academic staff, student assistants, maintenance staff, administrative staff, or prison guards, etc.
- Changes in energy and maintenance costs.
- Any other costs (such as vehicles, furnishings and telecommunications).
- Total annual operating budget impact.

Address how these costs would be funded - internal reallocation (identify source) or operating budget request. If funding is requested in the operating budget, include a copy of the DIN (Decision Item Narrative) with the # or title of the budget request in the 2007-2009 biennial budget or the future biennium for which a request of operating funds will be made. In either case, identify the source of funds - program revenue, general purpose revenue, additional grants, etc. A general statement that operating costs will be addressed in a future biennium is not sufficient.

12) **Previous Building Commission / Legislative Action**

If this project has been requested in a previous biennium, identify the date of the request and the action by the Building Commission.

13) **Project Priority**

Indicate the project's agency priority ranking, the basis for the priority ranking should be clearly defined.

c. Program Statements

Program Statements are required for every enumerated project over $2,500,000 and for most enumerated projects between $500,000 and $2,500,000. Projects may focus on remodeling or otherwise improving an existing building, construction of a new facility, or other physical structure. Program Statements are required for biennial budget review to enable Building Commission members and staff to analyze project requests and to assess the appropriateness of the proposed project scope. *Please note that all Program Statements are to be submitted electronically as Microsoft Word documents*.

A well-written Program Statement defines the boundaries of the design project and construction specifications. It should describe **what** functions/activities are planned for the facility (as stated by future occupants/users of the facility), **who** will perform the activities and **when** the activities will occur. It also identifies what "**Special Features**" must be present to support the functions and activities. ("Special Features" include special equipment that is to be purchased or moved and installed, and/or special environmental conditions important to the conduct of activities within the facility.) Be aware that it is assumed in programming that the design consultant will provide the facility systems and features (heating, lighting, state quality standards, etc.) necessary for maintaining "normal" facility environments. Only exceptions to "normal" systems and features are to be identified in a Program Statement.

Please note that Program Statements should not be a description of how to construct the facility, what finishes to use, or how facility systems should be designed. It also should not include justification for the project. Project justification belongs in the Agency Request.

Development of a project program statement is a responsibility of the requesting agency. If an agency requires assistance in this area, a small project request can be submitted to hire a consultant to assist in program development. In general, small projects to provide programming services will be agency funded. Agencies should discuss the need for programming assistance with their assigned capital budget analyst.

Project Definition Rating Index for Building Projects

DOA will be piloting the use of a project scope completeness assessment tool on selected projects considered for enumeration in the 2007-09 Capital Budget. The Project Definition Rating Index (PDRI) is a means to measure project scope definition for completeness and to identify projects with poorly defined scope statements. Completeness of the project scope is strongly correlated with project success. The PDRI identifies and precisely describes each critical element in a scope definition package and allows a project team to predict factors impacting project risk and project budget / schedule performance.

Program Statement Format and Requirements

Agencies may chose to submit the whole Program Statement or Sections 1-7 with the Capital Budget.

1) **Title sheet**

The title sheet shall contain the name and location of the project, department or institution, date of the program, project number (if assigned), and agency approval of the program requirements document.

2) **Project Scope and Description**

The scope and description is a concise statement of the boundaries of the project and of what is to be provided by the project. It should include the following:

- The department or institution's mission and/or goals served by the project
- Facility or system description. If the project is an addition, renovation or replacement of an existing facility, including size, age, number of stories, construction type, and for systems, capacity
- Project goals and measures of success
- What functions are to occur in each space
- Who will use the space

In general terms describe the key components of the project. Include Assignable Square Feet (ASF) and Gross Square Feet (GSF) for each component of a new facility, renovation or addition. Provide GSF for demolition.

3) **Project Budget**

A preliminary project budget should be developed as part of the planning process and should be included in the draft program statement. For addition and remodeling projects, the budget should take into account the cost of addressing compliance with the International Building Code. Submit a completed budget worksheet, in the format stipulated by DSF, as a separate attachment to the Program Statement. If there are features of the project that could have a significant and unpredictable impact on the project budget they should be identified separately.

4) **Project Schedule (Milestones)**

The schedule for project implementation must be specified, include special timing considerations important to facility occupants and users. The schedule should contain the following dates:

- Program Approval
- A/E Selection
- Design Report to the Building Commission
- Bid Date
- Start construction
- Substantial completion
- Final Completion
- Other dates significant to the users, such as authorization of planning funds, site selection

Regarding **Remodeling Projects**, agencies must identify how or where occupants will be relocated during construction. Construction proceeds more smoothly and at a lower cost when contractors have access to larger areas. Phased construction is more expensive, and should be minimized or avoided. If the entire area cannot be vacated at one time, identify how much space can be made available. The type of work to be done and the design of the existing building and systems can affect phasing.

Special Timing Problems that could affect either budget or occupancy should be noted. This includes items such as completion of another related project before the one under consideration can move ahead or be completed. See the Cost Estimating Guidelines for typical schedules.

Contacts – List the agency and institution contacts for the project.

5) **General Requirements**

Describe the relationship of the project to other parts of the institution or parts of a larger utility system. Every construction project, large or small, is within the context of a larger universe composed of elements that have potential for affecting the complexity and cost of a construction project. It is not uncommon for these "contextual elements" to be overlooked in planning. Usually an understanding of these elements is necessary to successfully complete a construction project. Almost always, these contextual elements affect project budgets.

6) **Special Considerations**

Describe miscellaneous program elements that could affect the scope, cost or timing of the project which are not covered elsewhere.
These include:

- Code and regulatory compliance
- Parking
- Audio/visual or acoustics
- Unusual ceiling heights
- Heavy floor loads
- Fixed or movable equipment
- Zoning

- Site conditions and restrictions
- Floodplain management
- Historic significance
- Americans with Disabilities Act requirements
- Environmental issues
- Presence of asbestos or other hazardous materials
- Bio-safety concerns
- Justification for air conditioning of all or part of a facility
- Special occupancies or hours of operations, particularly during construction
- Adequacy of existing utility service capacity (including electrical, steam, sewer and water capacities)
- Coordination with other planned utility projects
- Information Technology planning
- Security requirements
- Day care
- Sustainable design concepts, including daylighting
- Deviations from the University or State standards should be noted

7) **Space Tabulation**

The space tabulation is a listing of each identifiable and assignable space to be provided by the project. The spaces should be arranged by organizational units, functional entities, or a combination that will clearly identify the spaces that must be designed into the facility or addressed by the project. Spaces can be grouped to reflect proximities required for efficient operations. Separate summary lines should be provided for each organizational unit or functional entity, as well as for the total remodeled space and new space. These summaries are important for developing a detailed budget for the project and for subsequent design. Summaries should be an appropriate combination of subtotals and totals to effectively identify separation of homogeneous units**. One space tabulation is needed for each project**.

8) **Details for Each Space**

The details for each of these spaces should be included in what used to be called the Part 2 Program. These details are important in defining the needs and budget, so agencies may find it appropriate to finalize the user descriptions of functions and requirement, previously referred to as functional component data sheets.

9) **User Description of Functions and Requirements**

This part of the Program Statement describes the functions and activities that are to take place in specific spaces. The explanations should be written in the users' terms and styles, organized in whatever manner will ensure effective communication of functions and needs to a consulting designer. It should be assumed the consultant will design the spaces to meet code requirements and State of Wisconsin design standards. The user statement must identify the special requirements and conditions that are necessary for the activities or functions to occur within the identified spaces. One description of functions and requirements is needed for each space or type of space listed in the space tabulation.

It is assumed that each space identified in the "Space Tabulation" will be used to support the delivery of programs and services. It is very important to inform the consultant of all special conditions necessary to make the space function as an integral part of program and services delivery.

The sequence of the descriptions should be consistent with the sequence of spaces listed in the Space Tabulation. Each "description" must be identified with the reference number assigned to space in the space tabulation. Provide a space name

as listed in the Space Tabulation. If several spaces share a common description the description can be referenced instead of repeated.

- **Description**

This should be a statement in the users' words of their functions and activities to occur in the space. The description should include information such as populations involved in functions and activities, frequencies of activity, levels of activity, as well as age spread, sex, and types of handicapping conditions.

- **Special Requirements and Environments**

This section should be a statement of the special requirements that are beyond the "normal" considerations a designer will be expected to consider during design. It will be helpful to the designer to have this section organized as a list of major special topic areas. Only those topic areas where special requirements are to be noted should be included. When there are no special requirements or environmental conditions, sections can be omitted entirely.

- **Special Equipment**

List special fixed or movable equipment that is to be relocated or purchased and installed. This is especially important when equipment requires special services or utilities; e.g. water still. Fixed equipment is equipment that is permanently installed and fixed to the structure or facility. Movable equipment should be included in this section only if special services are required.

- **Adjacencies**

The most functional facility is one that enables the occupants to accomplish their work efficiently. The relationships of the functions, activities and spaces to one another frequently contribute significantly to efficiencies. Important relationships or adjacencies should be communicated to project designers. These relationships can be communicated in a narrative or in one of several graphic forms. Usually graphic forms are efficient and effective. Graphic and narrative forms can be used in any combination required to effectively communicate necessary relationships. **One adjacency statement should be included for each project**.

- **Other Requirements**

This section should provide other technical data in narrative form that is general to the function or activities of the facility. It would include information such as signage, fire protection, refuse handling, telecommunications, and security systems.

- **Movable Equipment**

The movable equipment list shall include for each space the type and quantity of movable equipment required for the programmed level of function of the space or component. The equipment list must provide the estimated cost and list special mechanical or electrical services if they are required. The total estimated cost of the equipment must be provided. As with the user description of functions and requirements, the list can combine like areas.

III. Guidance for Capital Equipment

The purpose of this section is to provide more detailed guidelines on which items of equipment are appropriate to include in capital budget requests

a. Built-in Equipment

Built-in Equipment includes special built-in or fixed equipment, which is bid and installed

by the construction contractors. This includes built-in equipment for food service, laboratories, gymnasiums, libraries (including compact shelving), theaters, prisons, hospitals, vehicle maintenance, parking, waste handling and other special functional spaces. This equipment can be included in the general construction or other appropriate contract or, in some cases where there is compelling justification, it can be purchased by the campus or institution and furnished to the contractor for installation. If the campus or institution purchases the equipment, a separate line item to account for this expense should be included in the budget. Institution purchased equipment should not include equipment that needs to be hardwired or hooked up to mechanical systems. A complete list of built-in or fixed equipment and a descriptive paragraph for all items that are to be included in the construction contracts need to be provided in the program so that the consultant can properly specify it in the bidding documents.

Owner furnished equipment should be indicated in the notes column of the equipment itemization with the necessary justification. Specifications for owner furnished equipment should be submitted to the project manager so that this information can be included in the bidding documents. Coordination of the delivery and installation with the building construction, however, is the responsibility of the campus or institution.

b. Special Mechanical/Electrical Equipment

Includes stand-alone heating and air conditioning systems and special mechanical systems such as heat recovery or other energy conservation equipment, refrigeration, fire suppression, or energy management. It also includes special electrical systems such as electronic surveillance and alarms, special lighting controls, universal telecommunications and data transmission cabling systems, special services for transmission cabling systems, plus special services for owner supplied equipment. For remodeling, the cost of upgrading existing mechanical and electrical source equipment should be added. This equipment is normally part of the construction contract and should be included in the program statement.

c. Movable Equipment

Includes furnishings not provided as part of the construction work such as chairs, tables, desks, etc. This includes only those items that are not permanently mounted and can be plugged in, connected or disconnected by the user and relocated by the user. The average movable equipment budget will vary depending upon the type and function of the building. The moveable equipment budget can be based on a percentage of the construction budget and the type of project, such as armories, correctional facilities, food service, laboratory, library, physical education, maintenance, storage or other types of buildings. Where percentages are used, however, they should be supported as early as possible in the process with detailed equipment lists. These lists should be completed prior to the preparation of the design report for budgetary purposes.

Moveable equipment is specified and purchased by the campus or institution near the completion of construction. A complete list of movable equipment including cost information must be submitted to DSF for approval prior to purchase.

The agency may already have all or a portion of the needed equipment, so this must be considered when estimating the movable equipment budget and deducted from the total. The life expectancy for items included in the movable equipment list should be at least 10 years.

d. Special Equipment

Includes special program equipment such as laboratory equipment, animal cages, athletic equipment, maintenance equipment and computers, which are generally purchased directly from a manufacturer or distributor and not included in the building construction contracts. Computers will be purchased only for new functions – such as

additional computing labs or a new institution. They will not be replaced for staff moving from one location to another, or as part of remodeling projects. (Replacement of computers is an operating budget cost.) Software may be included only when it is part of a package price related to the purchase of a computer. Computer and audio video equipment may be budgeted for projects requested for enumeration but shall not normally be included in projects requested from All Agency funds. In those cases, such equipment shall be funded from lab or classroom modernization, computer access or other funds included in the operating budget. Lists of special equipment should also be included in the program statement when it will impact the design of a building.

e. Major Equipment or System Replacement

Examples of specific types of major equipment or systems that could be considered for replacement through the Building Program from All Agency funds include:

- Radio and Television Distribution Equipment
- Radio and Television Production Equipment
- Major Food Service Equipment
- Laundry Equipment
- Medical Equipment
- Replacement of Telecommunication Systems
- Replacement of Cabling Systems
- Systems Furniture

The criteria for assigning priorities for the replacement of major pieces of equipment or systems in the capital budget are as follows (these criteria are secondary to the general criteria that govern prioritization of All Agency projects):

- Equipment that requires construction and thus requires Building Commission approval by law
- Equipment that is normally built-in or fixed rather than movable equipment
- Equipment that has reached its expected useful life at the time of replacement and/or has a maintenance record that indicates it is at the end of its useful life
- Equipment that has an expected useful life that equals or exceeds the term of the borrowing instruments used to fund it
- Equipment that is critical to the continued operation of a campus, institution or other state activity
- Equipment that has a unit or system cost in excess of $10,000
- Equipment costing less $10,000 should normally be funded from operating budget funds

Budgeting for expansion of systems is required to be done as major enumerated projects or minor projects.

While replacement of major pieces of equipment or systems can be requested in the capital budget, the replacement of individual components shall be funded through the operating budget. For example, the replacement of a radio system for an institution may be funded through the capital budget but the subsequent replacement of radio components, which are part of that system, shall be an operating budget expenditure.

Equipment replaced under the capital budget must have reached its expected useful life and is not to be retained, but traded in, sold, or otherwise disposed of so that it is no longer carried on a state equipment inventory, unless there are exceptional circumstances. A responsible official of the state agency receiving the replacement equipment is required to certify that the equipment has been disposed of satisfactorily.

Equipment that does not have an expected useful life of 20 years should be specified for financing through short-term borrowing. The Master Lease Program also provides an alternative for the funding of equipment. It is especially desirable to use Master Lease to

acquire equipment that has a shorter expected useful life, rather than bonding for it over a 20-year period.

f. Items Required to be Purchased from Operating Budget Funds

Examples of items to be purchased from the operating budget include:

- Bedding
- Clothing
- Uniforms
- Books
- Vehicles
- Maintenance Parts
- Supplies

The DSF Project Manager has the discretion to authorize the purchase of small amounts of supplies or consumables with equipment purchased using project funds, when they are necessary to the start up operation of that equipment.

Ordinarily, movable equipment is addressed in the operating budget, except where a major construction project is involved. When a building is being built or remodeled, the movable equipment needed in the building is included in the project budget. Replacement of movable equipment should be addressed in the operating budget base or as an operating budget decision item.

IV. Capital Budget Cost Estimating Guidelines

This manual is printed as a separate document distributed with the Capital Budget instructions to provide additional supporting information relating to project budgets, cost estimating basics, estimating the costs of new buildings or remodeling projects and exhibits which provide practical examples to be used in developing project budgets. This manual is also available separately from DSF. The Web address for this document is:
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=173&linkcatid=125&linkid=

2007-2009 ALL AGENCY PROJECT REQUEST (AAPR)
(Projects over $100,000)

Audience:

Author must assume reader has no knowledge of institution or campus, building(s), organization, or project intent. The completed All Agency Project Request (AAPR) form will be posted on the web to advertise for each project. The AAPR form must completely, concisely, and accurately describe all aspects of the project and its intent to the audience groups listed below.

- *Division of State Facilities & State Building Commission(Governor & legislators)*
- *Architectural/Engineering/Planning Firms and Contractors*

Agency	**Institution**	**Building No.**	**Building Name**
University of Wisconsin	*Enter your institution's name here.*	*285-0X-8888X*	*Enter the project location's building or site utility name(s) here.*
Project No.	**(Agency staff will request a project number from DSF and complete this field.)**	*Project Title*	**Project title should be simple, concise, accurate, and descriptive. Capital Accounting Project Information System and WisBuild's "Project Title" field truncates at 30 characters. Abbreviated or shortened building name and type of work are typical.** Ex: Brogden Science Elevator Repair Replace Brogden Elevator 1, 3, 5

Useful Project Scope & Justification Background Information:

- *Building ID and Building Name for each building included in project (multiple building projects)*
- *Building GSF and number of floors for each building included in project*
- *Building type (classroom, dry lab, wet lab, offices, etc.) and/or building departments affected by project scope*
- *Building year of construction Should this be 'original' year of construction?*

Project Scope

Author must include all aspects of project scope in this section (repair/replace/renovate, demo, restore, install, provide, study, master planning, programming, environmental assessment, etc.). Do not assume because the author understands what types of work are involved and/or what the expectations are for design or project work, the audience will equally understand if it is not articulated in the Project Scope narrative. Project Scope should indicate if replacement in kind is desired vs. some alteration (i.e. increased or reduced capacity, improved maintainability, increased energy efficiency, change of style or material selection, etc.) to existing condition; or whether the designer is to make a recommendation or determination.

Sample detail points to include in Project Scope:

- *quantity w/ unit of measure (i.e. ASF, GSF, LF, SF, Each, CFM, HP, KVA)*
- *size or typical size*
- *equipment/assembly/system name or description*
- *type (materials, style, function, etc.)*
- *special design considerations to match existing campus standards*
- *special design considerations to accomplish work (i.e. exterior work on 7-8th stories)*
- *type of work involved (renovate, repair, replace, dispose, new installation, etc.)*
- *location(s)...single vs. multiple vs. selected campus area(s)*
- *descriptive vs. prescriptive...fully describe intent and work required, but do not design solution*
- *special A/E services required (i.e. studies/evaluations to determine design solution, comparative design solutions), note: do not recommend a specific A/E.*
- *replace in kind vs. upsize or downsize (current capacity/load vs. intended or design capacity/load)*
- *hazardous materials/environmental survey (WALMS) completed?*
- *demolition work required or necessary to complete project scope.*
- *associated HVAC work as part of scope of project, ie testing and balancing as required, ventilation upgrades, ductwork modifications.*
- *associated Electrical or telecommunications work as part of scope of project, ie. Service upgrade to support new equipment.*
- *associated Plumbing work as part of scope of project, i.e. pipe sizing increases.*
- *associated structural, fire protection or egress changes as part of scope of project, ie. Door relocations, bearing wall lintel changes.*
- *associated site/civil work as part of the scope of the project, ie sidewalk repair/replacement required after utility work, environmental investigations.*
- *associated acoustical or audio/visual work as part of the scope of the project, i.e. classroom or auditorium acoustics design*
- *associated WEPA work as part of the scope of the project.*
- *associated accessibility (ADA) work*
- *seasonal work or work limited by use of or access to the space including work-around scenarios*
- *critical schedule requirements needed for occupancy or seasonal constraints*
- *extent building will be occupied during project and building functions and systems which must be kept operational during construction*
- *other building areas or mechanical/electrical systems associated with project but not addressed by project that require revision for full functionality*
- *need for future follow up projects to complete solution*
- *agency-requested deliverables other than record documents i.e. copies of programs, studies, master plans, analyses, etc.*
- *other factors or complexities that may not be apparent*

The project description should NOT include justification or background/history of the project. Abbreviations or acronyms should be written in full the first time the reference appears in the document, with the abbreviation or acronym in parentheses following the full reference. Thereafter, the abbreviation/acronym may be used.

Project Justification

Author must include all aspects of the project justification and context in this section (including project area background information). Do not assume because the author understands why the specific project scope is being requested, the audience will equally understand if it is not articulated in the Project Justification narrative. Project Justification should indicate what issue(s) is (are) intended to be resolved, how the issue(s) impact current operations, and why the issue resolution cannot be deferred.

Sample detail points to include in Project Justification:

- *life/health/safety concerns*
- *age of equipment/assembly/system*
- *condition assessment and/or performance evaluation*
- *repair history*
- *relationship to campus long range plan (sequence, "long term" solution, etc.)*
- *relationship to other ongoing work in same project area*
- *required by revised/new building code standards*
- *capacity/size restriction issues*
- *Life Cycle Cost analysis indicates appropriate payback period.*
- *some background information is appropriate, but is not substitute for reason to do project*
- *any anticipated losses or benefits i.e. dangers, funding, productivity, research data*

Project Estimates: AAPR should identify how budget was developed,.

- *develop Project Budget Worksheet for all remodeling/new construction proposals, and as needed for other maintenance/repair/renovation proposals*
- *uniquely identify hazardous materials project budget implications as separate line item*
- *budget developed from contractor cost estimates, or cost estimating guidelines, or recent project histories.*

Project Budget			*Funding Source*	**Total**
Construction Cost:		$	GFSB – [insert appropriate fund category]	$
Haz Mats:		$	PRSB – [insert appropriate fund category]	$
Total Construction:		$	PR Cash	$
Contingency:	15%	$	Gifts	$
A/E Design Fees:	8 %	$	Grants	$
DFD Mgmt Fees:	4 %	$	BTF – Planning	$
Equipment/Other:		$	Other -	$
		$	*Be sure Project Budget Total = Funding Source Total*	**$**

Maintenance Estimates:

- *derived or calculated from FacMan database records and as reported in biennial budget*
- *keep detailed/itemized record should estimate be questioned at a later date*
- *include for all project proposals effecting existing database records*

Maintenance Backlog Addressed — BMAR $

[Insert support table of FacMan BMAR records (or other references)]

Cyclic Maintenance Addressed — FACIMP $

[Insert support table of FacMan BMAR records (or other references)]

Project Schedule	***(MM/YYYY)***
SBC Approval:	**Estimate 1 month after submittal**
A/E Selection:	*SBC Approval + 1 month minimum*
Bid Opening:	*Incorporate A/E contract signing time, design time, and bid duration*
Construction Start:	*Incorporate construction contract signing time and Institution schedule(s)*
Substantial Completion:	*Best guess relative to scope of work and Institution schedule(s)*
Project Close Out:	*Substantial Completion + 3 months minimum*

Project Contact

Contact Name: **Enter the institution's most knowledgeable contact for this project.**

Email: **<___@___>**

Telephone: **(___) ___-____ x____**

Project Scope Consideration Checklist:

- *complete and respond as required...minimum #7 required for all project proposals*
- *be sure to indicate project schedule impact and hazardous materials types and quantities involved for #3 if answer is "Yes"*

☐ *A Consultant has been previously selected for this project*

Project Scope Consideration Checklist

		Y	N
1.	Will the building or area impacted by the project be occupied, limited or restricted during construction? If yes, explain how the occupants will be accommodated during construction.	☐	☐
2.	Is the project an extension of another authorized project? If so, provide the project #...	☐	☐
3.	Are hazardous materials involved? If yes, what materials are involved and how will they be handled?	☐	☐
4.	Required asbestos abatement (enter types of materials and quantities here) has been included in the estimated project schedule and project budget. Also indicate WALMS survey and database status.		
5.	Will the project impact the utility systems in the building and cause disruptions? If yes, to what extent?	☐	☐
6.	Will the project impact on the utility capacities supplying the building? If yes, to what extent?	☐	☐
7.	Will the project impact the heating plant or the primary electrical system supplying the campus or institution? If yes, to what extent?	☐	☐
8.	Have you identified the WEPA designation of the project, Type I, Type II, TypeIII?	☐	☐
9.	Is the project affected by Historic Status?	☐	☐
10.	Will the construction work be limited to a particular season or window of opportunity? If yes, explain the limitations.		
11.	Are there any other issues affecting the cost or status of this project?	☐	☐

2007-09 All-Agency Project Funding Requests			Date:	7/1/2006														
						Requested Funding Sources >>>												
			Agency	Work	Total							Program	Steward-			Gift/	Accum
Agency	Location	Project	Priority	Type	Proj. Bdgt.	Facility	Utility	HSE	PM	Energy	Equip.	Revenue	Ship	Seg.	Federal	Grant	Total
FACILITY MAINTENANCE:																	
UWS	LaCrosse	Cowley Hall Renovation	1	FI	489,100	489,100											489,100
UWS	G. Bay	Studio Arts Humidity/Acoustic Upgrade	2	FM	425,000	425,000											914,100
UWS	Eau Claire	McIntyre Library Elevators Renovation	3	FV	425,000	425,000											1,339,100
UWS	Milwaukee	Library Safety & Security Improvements	4	FO	150,000	150,000											1,489,100
UWS	Platteville	Williams Fieldhouse North Window Repl	5	FX	200,000	200,000											1,689,100
		Total WISBUILD Funding Requests =			1,689,100	1,689,100	0	0	0	0	0	0	0	0	0	0	
UTILITIES:																	
UWS	EauClaire	Chilled Water Distribution	1	UD	200,000		200,000										200,000
UWS	Madison	Charter St. Boiler Economizer Rplc.	2	UP	574,000		574,000										774,000
UWS	WW	Starin Road Improvements	3	UR	394,300		394,300										1,168,300
UWS	Superior	Boiler Controls Replacement	4	UP	400,000		400,000										1,568,300
UWS	Milwaukee	Electrical Service Phase #3	5	UE	1,753,000		1,753,000										3,321,300
		Total Utilities Funding Requests =			3,321,300		3,321,300	0	0	0	0	0	0	0	0	0	
		Note: Refer to page showing All-Agency Funding															
		Categories and Types of Work for Work Type Codes.															

2007-2009 Capital Budget
All-Agency Funding Categories and Types of Work Revised 2/2005

Category/ Work Code/ Type of Work

Facility Maintenance and Repair
- FA ADA Compliance
- FE Electrical Power and Lighting, Security and Communications
- FI Interior Refurbishing, Minor remodeling
- FM Mechanical Systems and Equipment, HVAC Controls
- FN New Facility Construction <$500,000
- FO Other Support Facilities, Security Fencing, Towers, Video Surveillance
- FP Program Remodeling, Facility Renewal >$500,000
- FR Roofing
- FV Elevators
- FX Building Exterior, Masonry, Structure, Windows, Exterior Doors

Utility Repair and Renovation
- UD Steam and Chilled Water Distribution Systems
- UE Primary Electrical Distribution Systems and Equipment, Emergency Generators
- UO Other Site Utilities, Site Development, Outdoor Athletic Surfaces
- UP Central Heating and Cooling Plants
- UR Roads, Parking, Pedestrian Walks
- UT Telecommunications Cabling Systems, PBX Systems, 800 Mhz Radio Systems
- UW Water Supply, Wastewater Treatment Systems and Equipment

Health, Safety, and Environmental Protection
- HA Asbestos and Lead Abatement
- HF Fire Alarms and Smoke Alarm Systems, Sprinkler Systems
- HH PCB, CFC, and Other Hazardous Substance Management
- HO Other HSE, Personal Health and Welfare
- HS Storm Water Management
- HU Underground Tank Compliance, Soil and Groundwater Remediation

WEI/Energy Conservation
- EC

Preventive Maintenance
- PM

Equipment
- EQ

Land
- LD

Programmatic Improvements/Remodeling
- PR

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF STATE FACILITIES (DSF)
(R01/04)

Mailing Address: **Post Office Box 7866, Madison, WI 53707-7866**
Street Address: **101 E. Wilson Street, 7th Floor, Madison, WI 53702**
Phone: **608 / 266-2731**; *FAX*: **608 / 267-2710**

DSF CONTACT LIST

(All Phone Numbers are 608 Area Code)

Robert Cramer, Administrator 266-1031

DSF - General Information ..... Penny Olson 266-2731
DSF - Fax 267-2710

DOA - Internet Web Page **http://doa.wisconsin.gov**

Questions Concerning	Contact Person	Phone Number
A/E Policy & Procedure	Bill Napier	267-0422
A/E Selection	Sharon Blattner Held	266-2049
Accessibility (Bldg. Design & Const. Aspects)	Larry Earll	266-1290
Agency Requests	Gail Bliss	266-3317
All-Agency Funding	Robin Zentner	266-2888
Americans with Disabilities Act (ADA)	Larry Earll	266-1290
Arbitration/Disputes	Bill Napier	267-0422
Architectural - General	Dave Haley	266-3086
Architectural - Master Specs	Ron Bradt	266-2989
Architectural - Peer Reviews	Dan Stephans	266-1417
Architectural Design	Dave Haley	266-3086
Art/Percent for Projects	Dave Haley	266-3086
Asbestos	Tim Stratton	261-4348
Audio/Visual Systems	Tom Irwin	266-2880
Balancing (Air & Water)	Jim Kropp	266-1708
Bid Opening/Process	Diane Erickson	266-2306
Bid Errors	Bill Napier	267-0422
Building Commission (Schedule, etc.)	Debbie Bothell	266-1855
Building Inventory	Tara Baxter	266-1008
Capital Budget	Peter Maternowski	266-5565
Capitol (Building)	Dan Stephans	266-1417
Caulking and Sealants	Ron Bradt	266-2989
Change Order Processing	Ron Blair	267-2718
Chiller Eddy Current Testing	Neil Howell	264-8258
Civil Engineering	Martin Romero	266-2886
Computer Aided Drafting/Design - Eng	Kathy Kalscheur	267-0509
Computer Aided Maintenance Management	Robin Zentner	266-2888
Concrete	Greg Bares	266-1431

Questions Concerning		Contact Person	Phone Number
Construction Cost Estimating		Ted Crawford	266-1674
Construction Management		Ron Blair	267-2718
Contracts - A/E		Sharon Blattner Held	266-2049
Contracts - Construction		Diane Erickson	266-2306
Controls & Automation		Ron Bristol	266-3051
Design Reports		Bill Napier	267-0422
Disabled Persons Accommodations		Larry Earll	266-1290
Electrical Engineering		Pradip Tolat	266-2732
Elevators		Ron Bradt	266-2989
Energy Conservation		Martin Romero	266-2886
Energy Procurement		Ralph Warner	266-7533
Engineering - Design Criteria	Civil	Kathy Kalscheur	267-0509
	Electrical	John Stehly	261-7526
	HVAC	Doug Schorr	266-8400
	Plumbing/Fire Pr.	Del Delaney	261-8019
Engineering - Environmental		Jim McMillan	266-3855
Engineering - General		Jim Schey	266-2276
Engineering - Master Specifications	Civil	Kathy Kalscheur	267-0509
	Electrical	Pradip Tolat	266-2732
	HVAC	Jim Kropp	266-1708
	Plumbing/Fire Pr	Del Delaney	261-8019
Engineering - Standard Details		Jim Schey	266-2276
Environmental Impact Statements		Gail Bliss	266-3317
Field Representation		Ron Blair	267-2718
Files - Retrieval		Betty Bauhs	267-2709
Fire Alarm		Abe Kheraz	266-1335
Fire Standards and Testing		Ron Bradt	266-2989
Forms (Standards)		Betty Bauhs	267-2709
Funding Sources		Gail Bliss	266-3317
General Conditions of the Contract		Ron Blair	267-2718
Green / Sustainable Concepts		Rex Loker / Joe Sokal	266-1796 / 2608
Hazardous Waste Management		Jim McMillan	266-3855
Heating Plants		Jay Ehrfurth	266-5886
Historic Buildings		Dan Stephans	266-1417
Indoor Air Quality		Jim Schey	266-2276
Indoor Sports Surfaces		Glen Clickner	266-2301
Insulation - Thermal		Ron Bradt	266-2989
Insurance		Ron Krohn	266-8874
Internet Matters		John Vingelen	267-5207
Lead Hazards		Dan Day	266-1297
Leasing and Space Management		Bill Peterson	266-8183
Legal Issues		Bill Napier	267-0422

Questions Concerning	Contact Person	Phone Number
Life Cycle Costing	Robin Zentner	266-2888
Lighting	Ramzan Khetani	267-4889
Maintenance Standards	Robin Zentner	266-2888
Masonry	Owen Landsverk	266-1438
Materials Selection	Ron Bradt	266-2989
Mechanical Engineering	Jim Schey	266-2276
Minority Businesses	Ron Krohn	266-8874
Movable Equipment	Gail Bliss	266-3317
Outdoor Sports Surfaces	Glen Clickner	266-2301
Pavements	Glen Clickner	266-2301
Payment Processing	Ralph Warner	266-7533
PCB Disposal	Ramzan Khetani	267-4889
Pending Legislation	Peter Maternowski	266-5565
Plans & Specs Distribution & Retention	Mark Orvis	266-1436
Plumbing/Fire Protection	Del Delaney	261-8019
Preventive Maintenance	Robin Zentner	266-2888
Program Statements	Gail Bliss	266-3317
Project Analysis	Peter Maternowski	266-5565
Project Management Standards/Policy	Bill Napier	267-0422
Project Management - Architectural	Bill Napier	267-0422
Project Management - Engineering	Jim Schey	266-2276
Project Scheduling – All Agency	Robin Zentner	266-2888
Project Scheduling – Capital Budget	Larry Earll	266-1290
Real Estate - Sale or Purchase	Peter Maternowski	266-5565
Recycled Products	Rex Loker	266-1796
Refrigeration Technician Certification	Jay Gilboy	266-2275
Reviews - Architectural	Bill Napier	267-0422
Reviews - Engineering	Jim Schey	266-2276
Road Maintenance	Glen Clickner	266-2301
Roofing	Dave Bartelt	267-7391
Safety	Ron Krohn	266-8874
Security Systems	John Stehly	261-7526
Site Surveys	Kathy Kalscheur	267-0509
Facilities Investment Plans	Gail Bliss	266-3317
Skylights	Dave Bartelt	267-7391
Small Projects Management	Don Vita	266-1799
Specifications	Ron Bradt	266-2989
Structural	Greg Bares	266-1431
Subcontractor Lists	Debbie Bothell	266-1855
Subsurface Exploration	Kathy Kalscheur	267-0509

Questions Concerning		Contact Person	Phone Number
Telecommunications		Tom Irwin	266-2880
Testing During Construction		Ron Blair	266-2718
Total Cost of Occupancy - Real Estate		Bill Peterson	266-8183
Underground Fuel Tank Management		Jim McMillan	266-3855
Utilities Distribution	Plumbing	Del Delaney	266-2276
	Power	Rick Cibulka	266-3685
	Sewers	Kathy Kalscheur	267-0509
	Steam/Chilled Water	Jay Ehrfurth	266-5886
Water Supply/Wastewater Treatment		Kathy Kalscheur	267-0509
Waterproofing		Dave Bartelt	267-7391
Windows and Doors		Ron Bradt	266-2989
WisBuild		John Vingelen	267-5207
Zoning		Bill Napier	267-0422